



SARPY COUNTY

UNCLASSIFIED PERSONNEL REQUISITION FORM

VACANCY INFORMATION

Department: _____ **Division:** _____

Application Reviewers*: _____

*Please be accurate: Reviewers CANNOT be changed once the posting is active.

Reason for Vacancy (select ONE):

New Position	Resignation	Retirement
Promotion	Transfer	Dismissal/Layoff

Name of previous incumbent (if NEW position - write 'N/A')

Budgeted Position (select ONE):

Yes	No	Grant*
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*If grant is terminated / not renewed / reduced, position may be eliminated / reduced. There is no obligation for the County Board to fund.

JOB DESCRIPTION INFORMATION

Job Description Status (select ONE):

Review	Create	No Action Needed
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Job Title: _____

Introductory Probationary Period: (select ONE):

6 months	12 months	Other _____
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POSTING INFORMATION

Appointment Type (select ONE):

Temporary	Seasonal	Casual
Intern	Student	Provisional

Employee Type (select ONE):

Full-Time	Less than 20 hours per week
20-29 hours	30+ hours*

*May be insurance eligible; contact HR for specifics

Scheduled Days / Hours of Work: _____

Type of Post:

INTERNAL	EXTERNAL	BOTH
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Number of Days to Post*: _____

Number to Interview: _____

*If INTERNAL Post is requested - seven calendar days. EXTERNAL: Please indicated number of calendar days - EX: 14 calendar days

Pay To Be Posted:

Step 1	Full Range
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SELECTION PROCESS

Requested Testing:

None	MS Word	MS Excel	PowerPoint
Typing	10-Key	Other*:	_____

*Contact HR for other available tests

HR Create Interview Questions (select ONE):

Yes	No
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HR Schedule Interviews (Min four calendar day notice - select ONE)

Yes	No
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HR Create Interview Packets (select ONE)

Yes	No
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HR Facilitate Interviews (select ONE):

Yes	No
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HR Conduct Reference Checks (FINALIST ONLY- select ONE):

Yes	No
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APPROVALS

Elected Official/Department Head

Date

Human Resources Representative

Date